



City of Scottsdale  
Planning and Development Services

## SINGLE FAMILY RESIDENTIAL RESUBMITTAL CHECKLIST

**\*THIS FORM AND REDLINES FROM PREVIOUS SUBMITTAL (S) MUST ACCOMPANY ALL RESUBMITTALS AND BE SEPERATED BY DISCIPLINE. INCOMPLETE RESUBMITTALS WILL NOT BE ACCEPTED**

PLANNING REVIEWER \_\_\_\_\_

ENGINEERING REVIEWER Xavier Castro

FIRE REVIEWER Jim McDaniel

EMAIL \_\_\_\_\_

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PLAN CHECK/PROJECT # \_\_\_\_\_ REVIEW ☐ 1 ☐ 2 ☐ 3 ☐ 4 and UP

DATE \_\_\_\_\_ PROJECT LOCATION \_\_\_\_\_

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### Single Family Review

Submit with next review:

- ☐ Revised site plans (3 copies)
- ☐ Revised architectural set (1 set – elevation, foundation and floor plan)
- ☐ Roof Plan
- ☐ Complete/Current Title Policy/Report including Schedules A and B (no older than 3 months)
- Caution: The City does not accept Warranty Deeds.**
- ☐ Original Natural Area Open Space (N.A.O.S.) dedication form (completed by owners)
- ☐ Revised Original Natural Area Open Space (N.A.O.S.) dedication form (completed by owners)
- ☐ Original Consent to Easement form (completed by beneficiary as listed on Title. i.e. Bank)
- ☐ Revised Original Consent to Easement form (completed by beneficiary as listed on Title. i.e. Bank)
- ☐ Original Legal and graphic description of N.A.O.S. (8½" X 11")
- ☐ Revised Original Legal and graphic description of N.A.O.S. (8½" X 11")
- ☐ Original Right of Way (R.O.W.) dedication form
- ☐ Original Legal and graphic description of R.O.W. 8½" X 11")
- ☐ Original Drainage Easement (D.E.) dedication form
- ☐ Original Legal and graphic description of D.E. (8½" X 11")
- ☐ Drainage Report
- ☐ Other

## Fire Review

- ☐ Revised site plans (1 copy)
- ☐ Show hydrant location
- ☐ Provide gradient slope access notes on plans
  - a. 0-12%
  - b. 12.1-15%
  - c. 15.1-18%
- ☐ Provide approved turnaround at residence
- ☐ Provide vehicle turnout areas (driveway over 300 ft. long)
- ☐ Provide attic protection and patio sprinklers
- ☐ Provide operational platform at residence

Comments:

## Planning Review

- ☐ 1. Provide zoning. If R-4, R-4R, R-5, provide documentation (DR or staff approval case #) of architectural elevation approval.
- ☐ 2. Net lot area
- ☐ 3. Vicinity map
- ☐ 4. Name, address and phone # of architect, engineer and owner on plan.
- ☐ 5. Complete legal description **and** site address.
- ☐ 6. North arrow
- ☐ 7. Written and graphic scale (1"=10', 1"=20' or 1/8"=1')
- ☐ 8. Lot dimensions
- ☐ 9. Identify existing **and** proposed ROW dimensions **and** improvements.
- ☐ 10. Identify **and** dimension all easements.
- ☐ 11. Show required setbacks.
- ☐ 12. Show actual setbacks (property line to structure, and all distances between structures).
- ☐ 13. Provide **all** wall and retaining wall heights, both existing and proposed by elevation or footage.
- ☐ 14. Identify lowest finished floor elevations on plan (**88 Datum**).
- ☐ 15. Provide top of curb (if no curb, provide edge of road/pavement) for Non ESL/HD zoning.
- ☐ 16. Call out height and/or elevation of roof parapets and ridges on the elevation sheet.
- ☐ 17. **NOTE:** Pool approved through separate permit.
- ☐ 18. **NOTE:** All mechanical equipment (air conditioner, pool equip. etc.) shall be screened a minimum of 1' above the highest portion of the equipment from all sides and shall be compatible with the adjacent building. Show the location of equipment on the site plan.
- ☐ 19. **NOTE:** Guesthouse shall never be offered for rent. Guesthomes on lots under 35,000 sq. ft. may not provide cooking facilities.
- ☐ 20. Comply with the City of Scottsdale Native Plant Ordinance. Show location of all protected species on a site plan. Provide native plant inventory as performed by a City of Scottsdale approved salvage contractor. Identify the name of the salvage contractor.

## Additional requirements for ESLO areas

- ☐ 21. Provide topography at minimum 2' intervals.
- ☐ 22. Show NAOS location on site plan.
- ☐ 23. NAOS a minimum **30'** in width (20' adjacent to roadways) and minimum **4000** sq. ft. contiguous area.
- ☐ 24. Show all utility locations and service connections to structure including: water, sewer, septic and all dry utilities. (If connections encroach into NAOS, 5' of reveg. to be shown on each side of utility line and accounted for in data table.)

- ☐ 25. **Note** square footage of required and provided NAOS including undisturbed and disturbed percentage calculations.
- ☐ 26. Undisturbed NAOS minimum is 70%; disturbed NAOS maximum is 30%. Reveg NAOS is applied at 100% credit.
- ☐ 27. **Note** landform classification (Lower Desert, Upper Desert, Hillside).
- ☐ 28. Cuts and fills exceeding 8' require staff or DRB approval. Provide evidence of approval with case # on plan and cross section(s).
- ☐ 29. **Note** all boulders or boulder features that meet the requirements per zoning ordinance definitions (3.100).
- ☐ 30. Include 1991 ESLO notes on plan if site located in Upper Desert or Hillside landforms.
- ☐ 31. Provide title report to demonstrate proof of ownership and any liens or encumbrances on the property no older than 90 days. *Caution: The City does not accept Warranty Deeds.*
- ☐ 32. Provide **original** NAOS easement dedication form to be signed and notarized by owner(s).
- ☐ 33. Provide **original** 8 ½" by 11" legal description and exhibit for NAOS sealed by a registered professional.
- ☐ 34. Provide **original** consent to NAOS easement form signed and notarized by any and all beneficiary (s) as listed in the title report.

#### **Additional requirements for ESLO amended adopted 2004**

( see ESLO exemption schedule at [www.ScottsdaleAZ.gov/codes/ESLO](http://www.ScottsdaleAZ.gov/codes/ESLO) )

- ☐ 35. NAOS located in "high priority" areas (washes, continuity with adjacent properties' NAOS, preservation of most significant natural features).
- ☐ 36. Washes of **50** cfs or greater flow identified and watercourse(s) **unaltered**. (If watercourse(s) are altered, provide evidence of approval with case # on plan.)
- ☐ 37. Building height at a maximum of **24'** measured from existing natural grade.
- ☐ 38. Site walls do not wall in NAOS from external view or disrupt the continuity of NAOS corridors. Solid walls may not be permitted to cross washes of 50 cfs or greater.
- ☐ 39. Site walls must be setback **15'** from side and rear property lines (0' if adjacent to NAOS or CA within a masterplan community). *Applies only to residential parcels containing 35,000 sq. ft.<sup>2</sup> or larger area.*
- ☐ 40. Identify the specific location of construction envelope on site plan. The construction envelope consists of area enclosed by a line extending 15' out from all disturbances on lot.
- ☐ 41. Identify all boulders or boulder features that exceed 6' in width and 6' in height.
- ☐ 42. Include 2004 ESLO notes in place of 1991 ESLO notes.

#### **Additional requirements for Hillside District areas adopted 1977**

- ☐ 43. Provide topography at minimum 2' intervals.
- ☐ 44. Show NAOS location on site plan.
- ☐ 45. No landform should be listed.
- ☐ 46. No ESLO notes on plan.
- ☐ 47. **Note** square footage of required and provided NAOS including undisturbed and disturbed percentage calculations.
- ☐ 48. Undisturbed NAOS minimum is 75%; disturbed NAOS maximum is 25%. Reveg NAOS is applied at 50% credit.
- ☐ 49. Show all utility locations and service connections to structure including: water, sewer, septic and all dry utilities. (If connections encroach into NAOS, 5' of reveg. to be shown on each side of utility line and accounted for in data table.)
- ☐ 50. Cuts and fills exceeding 4' to 8' depending on location require staff or DRB approval. Provide evidence of approval with case # on plan and cross section(s).
- ☐ 51. Provide title report to demonstrate proof of ownership and any liens or encumbrances on the property no older than 90 days. *Caution: The City does not accept Warranty Deeds.*
- ☐ 52. Provide **original** NAOS easement dedication form to be signed and notarized by owner(s).

- ☐ 53. Provide **original** 8 ½” by 11” legal description and exhibit for NAOS sealed by a registered professional.
- ☐ 54. Provide **original** consent to NAOS easement from signed and notarized by any and all beneficiary (s) as listed in the title report.

**Additional requirements for Foothills Overlay (FO) areas – Section 6.1000**

- ☐ 55. FO reflected in zoning classification.
- ☐ 56. Provide all wall types, heights and locations.
- ☐ 57. **Note** amount of area enclosed by walls and building.
- ☐ 58. **Note** actual setbacks for accessory buildings (to property line and distance between all structures).
- ☐ 59. **Note** total area under roof of all accessory buildings and the size of each individual accessory building in square feet.
- ☐ 60. Parking screened from view.
- ☐ 61. Add Foothills Overlay notes.

## **SINGLE FAMILY BUILDING AND DEVELOPMENT NOTES**

**1991 ESLO Building and Development Notes (see Exemption schedule on page 4 of the Environmentally Sensitive Land Ordinance)**  
**[www.scottsdaleaz.gov/codes/ESLO](http://www.scottsdaleaz.gov/codes/ESLO)**.

These notes apply to Upper Desert and Hillside Landforms only

1. Land designated as NAOS shall be permanently maintained as open space. The entire Natural Area Open Space (NAOS) will be permanently maintained as natural area open space through easement, donation, and dedication to the city or other entity. NAOS shall be maintained by the property owner.
2. Non-indigenous plant materials are limited to enclosed areas and shall not exceed 20 feet in height.
3. Turf is limited to enclosed areas not visible offsite or lower elevations.
4. Reflective building materials are prohibited.
5. No paint colors shall be used which have a Light Reflective Value (LRV) greater than 40%. (LRV measures the amount of light reflected by a color and is available from paint manufacturers).
6. Exterior materials and paint colors shall not exceed a value and/or chroma of 6 as indicated in the Munsell Book of Color on file in the City Planning Department (Samples may be required).

### **ESLO Building and Development Notes for those parcels NOT exempt from above schedule**

These notes apply to all landforms (Lower, Upper and Hillside landforms)

#### *Site and Structure Development Design Standards*

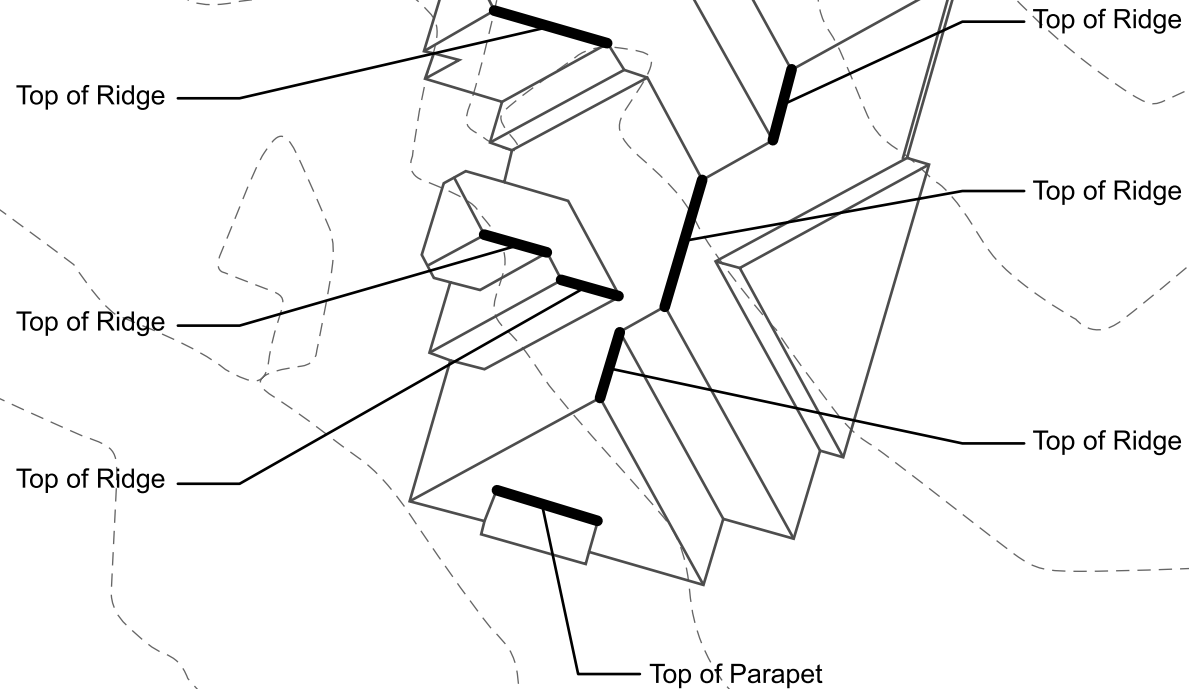
1. Mirrored surfaces or any treatments which change ordinary glass into a mirrored surface are prohibited.
2. Reflective building and roofing materials (other than windows) including materials with high gloss finishes and bright, untarnished copper, aluminum, galvanized steel or other metallic surfaces, shall be textured or have a matte or non-reflective surface treatment to reduce the reflections of sunlight onto other property.
3. Materials used for exterior surfaces of all structures shall blend in color, hue, and tone with the surrounding natural desert setting to avoid high contrast.
4. Surface materials of walls, retaining walls or fences shall be similar to and compatible with those of the adjacent main buildings.

5. Development design and construction techniques should blend scale, form and visual character into the natural landform and minimize exposed scars.
6. Exterior lighting should be low scale and directed downward, recessed or shielded so that the light source is not visible from residential development in the area or from a public viewpoint.
7. No paint colors shall be used within any landform that have a LRV greater than thirty-five (35) percent.
8. Exterior paint and material colors shall not exceed a value of six (6) and a chroma of six (6) as indicated in the Munsell Book of Color on file in the Planning Department.
9. Plant materials that are not indigenous to the ESL area shall be limited to enclosed yard areas and non-indigenous plants that have the potential of exceeding twenty (20) feet in height are prohibited. A list of indigenous plants is available from the Planning Department. Outdoor community recreation facilities, including parks and golf courses shall be allowed turf as specified in section 6.1070G1.j.
10. Turf shall be limited to enclosed areas not visible offsite from lower elevation. Outdoor recreation facilities, including parks and golf courses, shall be exempt from this standard.
11. All equipment appurtenant to underground facilities, such as surface mounted utility transformers, pull boxes, pedestal cabinets, service terminals or other similar on-the-ground facilities, shall have an exterior treatment that has a LRV of less than thirty-five (35) percent or otherwise screened from view from the adjoining properties.
12. Any proposed modifications to natural watercourses and all walls and fences crossing natural watercourses shall be designed in accordance with the standards and policies specified in chapter 37 (drainage and floodplain ordinance) of the City of Scottsdale Revised Code.

### **Foothills Overlay Notes**

1. All parking or staging areas located on a parcel shall be screened from the street and from neighboring properties by low undulating walls and/or berms
2. All exterior lighting below 3 feet in height shall be fully shielded. All exterior lighting above 3 feet in height shall consist of horizontal full-cutoff fixtures and directed downward.
3. All exterior lights including those mounted to buildings/structures and on poles shall not exceed a height of 16 feet.
4. Exemption: Security lights that are connected to a delay switch that do not stay on more than 15 minutes shall not be required to be shielded or contain horizontal cut-offs.

# ROOF PLAN



Call out Lowest floor elevation.

Call out **ALL** ridges and parapet elevations from lowest.

Keep it simple by showing only topography and roof lines with elevations of heights.

**Staff** will calculate height as measured by natural grade by taking the height from LF to ridge or parapet +/- any cut or fill from all points within the building footprint.

## ESLO EXEMPTIONS SCHEDULE - SPECIFIC DEVELOPMENT STANDARD <sup>(2)</sup>

Stage of development as of May 21, 2004

	Selection of NAOS & 50 cfs wash protection	Building Height (24 feet) for <u>Single Family Residential (R-1) Districts</u>	Subdivision Perimeter Walls	Individual Lot Walls (lots zoned R1-35 or larger)	Construction Envelopes	Paint LRV
<b>1) No approved plans</b>	Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt	Not Exempt
<b>2) Approved rezoning with amended development standards</b>	Exempt if addressed in amended standards	Exempt if addressed in amended standards	Exempt if addressed in amended standards	Exempt if addressed in amended standards	Not Exempt	Not Exempt
<b>3) Approved Masterplan Development (1)</b>	Exempt	Exempt	Exempt if addressed in the approved Masterplan	Exempt	Exempt	Exempt
<b>4) Approved residential Preliminary Plat</b>	Exempt	Exempt if addressed in plat approval	Exempt if addressed in plat approval	Exempt if addressed in plat approval	Not Exempt	Not Exempt
<b>5) DRB Approval (other than single-family residential)</b>	Exempt	N/A	N/A	N/A	Not Exempt	Not Exempt
<b>6) Approved Final Plat</b>	Exempt	Exempt	Exempt if addressed in plat approval	Exempt if addressed in plat approval	Not Exempt	Not Exempt
<b>7) Rezoning and Development under Hillside District</b>	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
<b>8) Building Permit</b>	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt

**Notes:**

- 1) Masterplan Development is: at least 80 acres in area, and a) contains at least 2 zoning districts, and/or b) Contains at least 2 phases
- 2) Development Agreements control when they are in conflict with ordinance standards.